



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NO. : USAID-2018-11
PIID# 72049218R10011

ISSUANCE DATE : 26 AUG 2018
CLOSING DATE / TIME : 07 SEPT 2018 / 11:59PM

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCN PSC) under Local Compensation Plan

I. GENERAL INFORMATION

- 1. SOLICITATION NO. :** USAID-2018-11
- 2. ISSUANCE DATE :** 26 August 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS :** 07 September 2018 / 11:59PM (Manila Time)
- 4. POSITION TITLE :** Auditor, FSN-11
- 5. MARKET VALUE :** Php 1,283,102.00 – Php 1,978,830 gross p.a. equivalent to FSN-11, in accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of the U.S. Embassy Manila. The salary offer will be based on a combination of the candidate's salary history and of the U.S. Embassy Manila's LCP, and will be within the annual range listed above.
- 6. PLACE OF PERFORMANCE :** The position is based in Manila, Philippines, with travels as stated in the Position Description.
- 7. STATEMENT OF DUTIES :**

Operating within the Asia region and the Pacific Islands nations, the Auditor conducts assigned audits of USAID's financial, program, and management activities to determine compliance with laws and regulations, financial viability and integrity, efficiency of operations, and effectiveness in achieving objectives. The incumbent is required to participate as a full member of an Audit team or, at the discretion of the Regional Inspector General, serve as the Auditor-In-Charge on selected audits.

The Auditor is expected to fulfill the following **major duties** and **responsibilities**, as elaborated below:

Audit Fieldwork (40%) – Collects and verifies data relative to financial transactions, programming and planning, procurement practices, inventory controls, project implementation and monitoring, and other aspects of the entity's organization and operations. Contacts necessary levels of USAID organization and personnel as well as appropriate officials of the governments of host countries and of public and private organizations to obtain and verify information. Incumbent is required to travel within the Asia and Pacific Islands regions, as well as to Washington as needed, to conduct quality control review and other related audit functions. Analyzes data collected to determine whether applicable laws, regulations and program requirements are observed; whether resources are properly utilized; whether accounting and control systems are adequate and financial reports accurate and timely; whether entity is efficiently managed and is achieving objectives; and consider other aspects of organization and operation. Develops working papers and other supporting documentary evidence.

Audit Planning (30%) – Surveys entities to be audited to determine aspects most likely to require auditing and determines the scope of the audit. Develops detailed audit programs, planning and scheduling elements to be examined and precise steps to be followed in conducting audit. Reviews applicable laws, regulations, procedures, contractual provisions, reports and other relevant material.

Audit Reporting and Follow-up (30%) - Prepares well-written draft reports presenting audit findings, conclusions and recommendations for review by supervisor. Confers with senior USAID officials to discuss audit findings and recommendations. Follows up on related audit recommendations and assesses appropriateness of corrective actions taken by audited entities.

SUPERVISORY RELATIONSHIP: The incumbent works under the general supervision of the Regional Inspector General, RIG/Manila. Supervision of other staff is not contemplated.
- 8. AREA OF CONSIDERATION:** Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID/Philippines does not sponsor work permits.
- 9. POINT OF CONTACT:** Human Resources Division via aidmnlhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education** – Completion of a university degree in Accounting, Finance, or Business Administration. **Note: Additional education may NOT be substituted for Experience.**
- b. Prior Work Experience** – Minimum of five years progressively responsible experience in professional accounting or auditing. Three years of this experience must have been gained from working in a position in a related occupation, within a U.S. Government organization, Philippine government organization, international or donor organization, or any organization where English language is routinely used in the workplace. **Note: Additional experience may NOT be substituted for Education.**
- c. Language Proficiency / Communication Skills** – Must have excellent communication skills in English and Tagalog, both in oral and written forms. With this level of communication skills, the Auditor is expected to prepare regular and ad hoc reports, such as well-written draft reports presenting audit findings, conclusions and recommendations.
- d. Job Knowledge** – The incumbent must have demonstrated knowledge and understanding of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of government and business accounting. A thorough knowledge or the ability to quickly gain such knowledge of: 1) applicable U.S. laws and host country requirements of USAID

programs, goals, and objectives; 2) USAID financial regulations and procedures and USAID organization and operations; and 3) information systems and computer-aided auditing techniques.

- e. **Skills and Abilities** – Must have a keen analytical ability and be capable of exercising sound independent judgment. Must have the ability to (1) delve through masses of difficult and possibly conflicting materials to find relevant information, and (2) evaluate thoroughly the audit implications of relevant data. Must have the ability to present facts and recommendations in a clear, concise manner. Must be able to deal effectively with senior officials in the audit process and in presenting and defending recommendations. Must have ability to use various standard computer software in developing audit documentation and reports (Excel, Word, PowerPoint, etc.).

III. **EVALUATION AND SELECTION FACTORS**

1. Education (10%)
2. Prior Work Experience (20%)
3. Language Proficiency / Communication Skills (20%)
4. Job Knowledge (25%)
5. Skills and Abilities (25%)

Additional Notes:

- *USAID reserves the right to reject any and all applicants;*
- *Only short-listed applicants will be notified.*
- *Only applications received within the specified solicitation period will be considered. [26 August 2018 (12:00AM) - 07 September 2018 (11:59PM)]*

IV. **HOW TO APPLY:**

1. Interested applicants are required to submit an **application letter** and a **comprehensive resume**
2. Applications must be received by **07 September 2018 / 11:59PM** (Manila Time), and submitted via email to **aidmnlhr@usaid.gov**
3. All applicants are requested to ***prominently*** indicate the following:
 - a. solicitation number (**Solicitation No.: USAID-2018-11**) in the subject line of their email submission;
 - b. **source** of the vacancy announcement (e.g. name of newspaper, website, social media)

V. **BENEFITS/ALLOWANCES**

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan.